

SECRET

4A-5-5430

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140046-6

TO: DDA

MAY 5 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT : Logistics Office Survey

1. Submitted herewith is report of progress on the Logistics Office survey during the period 26 April through 30 April 1954.

2. As of the close of business on Friday, 3 May 1954, completed job questionnaires had been received from seven of the eleven organizational components of the Logistics Office. These questionnaires cover 85% of the positions being surveyed. Remaining questionnaires are scheduled to be received the early part of this week. Sufficient material is on hand to permit the individual survey analysts to begin coverage of their respective assignments, and no delay is being occasioned by the missing questionnaires. Preliminary review of the questionnaires indicates that they are of average quality, neither outstandingly good nor outstandingly bad. In certain cases, insufficient information was presented, but the percentage of questionnaires completely inadequate is relatively small (i.e. approximately 2% of the total received to date). In a number of cases, the questionnaires were based on previous job descriptions dating from various periods, some of them quite recent; in these areas sufficient individual desk audits will be conducted to assure that the information continues to represent current duties and responsibilities.

3. The survey team leader met with the Chief of the Technical Review and Policy Staff, Logistics Office, to discuss specific procedures covering the participation of that component in the fact finding phases of the classification survey. The basic provisions under which the arrangement was adopted were reaffirmed, i.e. non-interference with the survey schedule and non-intervention in grade determinations. During the week most of the classification analysts had an opportunity to confer with key Logistics Office personnel and discuss the individual organizational assignments in general terms. The Logistics Office team members are to be apprised of the work audit schedules of the classification analysts in sufficient time to permit their participation if desired. No difficulties are foreseen at this time in connection with these arrangements. The first two or three days of actual audits should indicate whether the plans laid down so far are workable.

SECRET

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140046-6

SECRET

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140046-6

25X1A

4. Arrangements were made during the reporting period to have [redacted] Chief of the Processing and Records Division, review the situation in the Logistics Office with respect to the preparation of employee record cards, which at the present time accounts for a substantial portion of the clerical work load in the Personnel and Training Branch. As a result of this review [redacted] has agreed to make available assistance from his staff to expedite completion of this work as rapidly as possible. [redacted] continued his study of staffing and procedures of the Personnel and Training Branch, with particular attention during the reporting period being given to ascertaining placement functions which properly should be performed at the operating office level and determining minimum personnel records required to be kept in accordance with actual operating needs.

25X1A

25X1A

5. With respect to the study of military assignments in the Logistics Office, arrangements are being made to make available to representatives of the Military Personnel Division job information developed on positions incumbered by military personnel, which will include the job questionnaires submitted by the incumbents and the final position description prepared by the survey team. You will be advised more fully concerning this aspect of the survey in subsequent reports.

25X1A

[redacted]  
Chief, Classification & Wage Division

SECRET

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140046-6